

## A208b Theft or Damage of Library Materials

*Last updated: July 2022*

Facilities, materials and resources of the Hedberg Public Library are made available for the common use of residents and visitors to Janesville. Individuals and groups may use library property and check out library materials according to policies established by the Hedberg Public Library Board and according to procedures set by the Library Director or his or her designees.

**Theft of library property** is defined as:

- Removing any library materials to any area outside the library's security perimeter unless they are properly checked out according to established library policy. Security perimeter encompasses all areas of the library's main floor inside the security gates and the emergency fire exits.
- Removing or attempting to remove library property or fixtures from the library building or grounds.
- Removing items from the Ground Floor Coffee Shop without appropriate payment.

**Vandalism of library property** is defined as

- Intentionally damaging or defacing library materials, furnishings, equipment or premises.
- It includes but is not limited to:
  - removing pages or portions of pages from books, magazines, or newspapers,
  - hacking or altering computer settings,
  - writing on, scratching or in any way damaging materials, furniture, equipment, or premises.

### EMPLOYEE RESPONSE

If there is any question that a library item or items was removed past the security perimeter without being checked out properly, or in any other suspected theft, or any suspected vandalism of library materials, library employees:

- Will ask individuals or groups to stay in the library while employees work to resolve the issue.
- Will try to verify that materials are properly checked out and resolve any clerical or technical errors in the checkout and security process.
- May ask individuals to empty backpacks, purses, pockets, bags or similar items where library materials could be concealed.
- May contact law enforcement and/or, in the case of a minor, the minor's parent or guardian.
- May charge up to the replacement cost of each item stolen or damaged, may suspend library privileges according to established procedures, and/or request the City of Janesville to prosecute.

Library employees may set additional restrictions on the movement of high loss materials.

*Relevant Ordinances and Statutes: JMC 9.60.055, 9.60.056, 9.60.060; Wis. Stat. 943.61.*

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